JUSTICE CABINET DEPARTMENT OF CORRECTIONS JOB OPPORTUNITY ANNOUNCEMENT AN EQUAL OPPORTUNITY EMPLOYER M/F/D

The jobs listed below are posted on the Kentucky Personnel Cabinet's web site, which can be accessed at: www.personnel.ky.gov

October 14, 2011

ADMININSTRATIVE ASSISTANT—(Oldham County—KY State Reformatory)—Grade 9—(\$1823.90 - \$2416.22) **MINIMUM REQUIREMENTS:** High school graduate. Must have three years of experience in business, administrative work, research, or clerical experience. College will substitute for the required experience on a year-for-year basis.

ADMINISTRATIVE SPECIALIST III—(Oldham Co.- KY State Reformatory)—Grade 12—(\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must have three years of professional, administrative or business experience. Additional education will substitute for the required experience on a year-for-year basis. Additional administrative, business, research and/or clerical experience will substitute for the required education on a year-for-year basis.

CORRECTIONAL LIEUTENANT—2 Positions—(Shelby Co. —KY Correctional Institution for Women)—Grade 11—(\$2354.04 - \$3118.28) MINIMUM REQUIREMENTS: High school graduate. Must have two years of experience in corrections, law enforcement, criminal justice, or social work dealing with the rehabilitation of offenders. An associate's degree from a college or university in corrections, criminal justice, law enforcement, or a related field will substitute for six months of the required non-supervisory experience. A bachelor's degree from a college or university in corrections, criminal justice, law enforcement or a related major field will substitute for one year of the required non-supervisory experience. Must be twenty-one years of age.

CORRECTIONS EDUCATION SPECIALIST I-(Shelby County- KY Correctional Institution for Women) Grade 12-\$2427.44 - \$3215.72 MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree in education (academic or vocational) An associate degree with 3 years of trade-related experience will substitute for the bachelor's degree. PREFERRED SKILLS: Prefer applicants that possess a working knowledge of the internal combustion engine, both 2 cycle and 4 cycle as it relates to small engine usage for lawn maintenance equipment, motorcycles, ATV's and Marine technology.

CORRECTIONS UNIT ADMINISTRATOR I—(Oldham County—KY State Reformatory)—Grade 13—(\$2670.20 - \$3554.70) MINIMUM REQUIREMENTS: Graduate of a college or university with a bachelor's degree. Must have 2 years of experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders. A master's degree in corrections, criminal justice, law enforcement, social work, sociology, counseling and guidance or a related field will substitute for 1 year of the required experience. Additional experience in corrections, law enforcement, criminal justice or social work dealing with the rehabilitation of offenders will substitute for the education on a year-for-year basis.

ELECTRONIC TECHNICIAN II—(Muhlenberg County—Green River Correctional Complex)—Grade 10—(\$2006.08 - \$2657.70) **MINIMUM REQUIREMENTS:** High School Graduate. Must have one year of technical experience in the installation, maintenance, and repair of electronic equipment. Technical training in electronics or a related field will substitute for the experience on a year-for-year basis. Additional technical experience will substitute for the education on a year-for-year basis.

JUSTICE CABINET DEPARTMENT OF CORRECTIONS JOB OPPORTUNITY ANNOUNCEMENT (continued)

October 14, 2011

INFORMATION SYSTEMS MANAGER—(Franklin County—Information & Technology Branch/Central Office)—Grade 17—(\$3908.94 - \$5178.72) **MINIMUM REQUIREMENTS**: Graduate of a college or university with a bachelor's degree. Must have five years of professional experience in computer programming and/or systems analysis. Related technical or vocational training will substitute for the bachelor's degree requirement on a year-for-year basis. A master's degree in computer science will substitute for one year of the required experience. Experience in computer programming, systems analysis and/or computer operations will substitute for the bachelor's degree requirement on a year-for-year basis. Experience in business or public administration, statistics, research or a related field will substitute for the bachelor's degree requirement on a year-for-year basis.

OFFENDER INFORMATION SPECIALIST I—2 Positions- (Franklin County—Central **Office/Off. Info)**—Grade 11—(\$2206.92 - \$2923.38) **MIN. REQUIREMENTS**: Grad. of a college or university with a bachelor's degree. Admin., legal, paralegal, or offender records work experience will substitute for the required education on a year-for-year basis.

PAROLE BOARD SPECIALIST I-(Franklin County-Parole and Victim Services)-Grade 12-(\$2427.44-\$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree.

PROBATION AND PAROLE OFFICER I-(Boyd Co.-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PROBATION AND PAROLE OFFICER I-(Fayette Co.-Probation & Parole) - GRADE: 12 – (\$2427.44 - \$3215.72) **MINIMUM REQUIREMENTS:** Graduate of a college or university with a bachelor's degree. Must be 21 years of age.

PERSONNEL CABINET STATE OFFICE BUILDING, 1ST FLOOR 501 HIGH STREET FRANKFORT, KENTUCKY 40601

All applicants must complete an application on Personnel Cabinet's Career Opportunities System (COS) and apply for the vacancies in which they are interested in being considered. Applicants should be aware that in COS, they **apply for each vacancy through separate on-line application actions**. Paper applications are no longer accepted by Personnel Cabinet. This differs from the previous paper-based application system in that applicants no longer remain on registers once they are approved for a classification. Qualified applicants are considered only for those jobs to which he/she has applied.

To get more information about the Career Opportunities System including how to apply for jobs, please visit http://www.personnel.ky.gov/employment/. For questions regarding Applications, Counseling, Testing, or Registers, please call Personnel Cabinet, (502) 564-8030.

IMPORTANT

The Department of Corrections is not liable for the aforementioned information. This listing is provided to departmental employees as a courtesy. For official information of availability, grade and salary information, and minimum requirements, please visit the Personnel Cabinet website at www.personnel.ky.gov.